

Personal Care Attendant Workforce Council

MINUTES February 21, 2013

Held at:

**Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106**

***Members IN ATTENDANCE:* Karen Buffkin, Sheila Mulvey, Lois Nitch, Greg McMahon, Cheri Quickmire, Janet Van Tassel, Brenda Parrella (for Kathy Bruni), Mary Caruso**

***Invited Guests:* Diane Fitzpatrick, Christine Cieplinski, Jim Welsh**

➤ **Introduction:**

- Introductions made and meeting called to order 1:09 p.m.

➤ **Charge to Council:**

- Karen Buffkin asked if all members have in hand or have read through legislation specifically the charge to council. Section C copies given to all present. K. Buffkin reports there are a number of things this council is charged with and cited Section 233 sub section C. Discussion by members as to what efforts are under way in state agencies and would like a discussion or presentation on the progress (in detail) for the next meeting.

Greg McMahon discussed briefly routine training and register for staff. Stated he will get an outline of the current state of where things are/stand by next meeting.

G. McMahon discussed the data base that was set up and states it is on the DDS Web Site, for people to locate quickly. Further reported that background checks are done after family interviews and the time frame is 10 days to 2 weeks.

Sheila Mulvey discussed training is 90 days. It is E-learning training and is done in 18 sessions. More detail will be presented at a later date.

K. Buffkin noted that Workforce council will work with/DSS on getting the minutes and agenda of meetings on web site.

Council then discussed future meetings and K. Buffkin noted that the regular meetings dates/times, needed to be adopted by the council.

Friday was decided as the best day for all present at 9:00 a.m.

➤ **Schedule of meetings:**

- March 15, 2013, April 5, 2013 and April 19, 2013 meetings scheduled at this time. After April 19th, meetings will be held the 3rd Friday of every month.

All parties present were in agreement to this schedule and location is to be determined.

➤ **Executive Session:**

- Negotiations

Motion to go in to Executive Session by Janet Van Tassel,
Seconded by Sheila Mulvey. Executive session 1:26 p.m.

Off record/no votes – all not party to Executive Session excused from meeting.

2:43 p.m. – members back out of Executive Session.

➤ **Adjournment:**

- Motion to Adjourn made by Greg McMahon, seconded by Sheila Mulvey
- Meeting adjourned – 2:44 p.m.